



## TENNESSEE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

### Grants Program Manger

*Tennessee Department of Labor & Workforce Development, Workforce Services, Davidson County*

Post Length: **One Week**

To apply, submit your resume to: [Mary.Ledbetter@tn.gov](mailto:Mary.Ledbetter@tn.gov)

The Tennessee Department of Labor & Workforce Development impacts the lives of Tennesseans every day. Workforce Services Division is responsible for delivering the department's employment and educational services to employers and job seekers in local American Job Centers, partner agencies, and online at [Jobs4TN.gov](http://Jobs4TN.gov).

#### **Job Overview:**

Under general supervision, is responsible for grants analytic work of considerable difficulty and managerial work of average difficulty. Person in this position will be responsible for processing information, evaluating information to determine compliance with standards, documents and records information, will train and teach others, analyzing data or information, providing operational, procedural and technical business support to award recipients, program staff and other stakeholders; manages overall grants management systems data maintenance and reporting; assisting with training and technical assistance.

#### **Key Responsibilities:**

- Develops, maintains, and/or updates complex grant spreadsheets/databases
- Compiles information/reports on grant programs for various stakeholders
- Supervises and reviews documentation for grants to and/or from that state and other entities, to ensure compliance with grant conditions, federal/state regulations, and standards
- Develops and provides training for Grants Analytic Staff
- Oversees, reviews, analyses and/or rates grant proposals, recommending approval or rejection.
- Assist in grants data management in Grants4TN and Virtual One Stop (VOS) and Advanced Individual Fund Tracking (AIFT).
- Provide technical assistance pertaining to grant data systems, policies, procedures, guidelines, and programs.

#### **Qualifications:**

- Graduation from an accredited four-year college or technical school with a bachelor's degree in a related field.
- Experience equivalent to four years of full-time grants or accounting experience.
- Technical proficiency in Microsoft Office products such as Excel and PowerPoint

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*